

Open Minutes
Missouri State Committee of Interpreters
March 14, 2000 – 10:00 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

The Missouri State Committee of Interpreters was called to order by Kimberly McEnulty, Chairperson at 10:17 a.m. on March 14, 2000 at the Division of Professional Registration, 3605 Missouri Boulevard, Jefferson City, Missouri. Betty Kramer, Secretary facilitated role call.

Committee Members Present

Kimberly McEnulty, Chairperson
Betty Kramer, Public Member & Secretary (by telephone conference)
Sandy Drummond
Loretto Durham

Staff Present

Loree Kessler, Executive Director
Susan Wolchko, Licensure Technician
Mark Schoon, Assistant Attorney General

Interpreters

Robert Bek
Paula Barlow

Visitors

Carolyn Ball
Judy Benfield
Kelley Clark
Janice Cobb
Dave Eaker
Julie Eaker
Cathee Wolford

Ms. McEnulty stated she would be voting on motions in open and closed session.

A motion was made by Ms. Durham and seconded by Ms. Kramer to approve the open session agenda adding discussion items Shortage of Interpreters, Administrative Rule Changes and In-service Training for Commission staff. Motion carried unanimously.

A motion was made by Ms. Durham and seconded by Ms. Kramer to approve the February 25, 2000 open session minutes. Motion carried unanimously.

To better track the order in which the items were taken up on the agenda, each item in the minutes will be listed in the order it was discussed in the meeting.

St. Louis Special School District Presentation

Ms. Drummond and the executive director reported that approximately 30 interpreters were present for the in-service on March 7, 2000. The participants provided a list of general licensure questions that were addressed during the presentation. It appeared to be well received by the in-service attendants.

Interpreter Educators Handbook

The state committee made final revisions to the sections concerning licensure and advised the executive director the information could be sent to the commission.

Budget

The state committee was provided an overview of the operational costs since fiscal year 1997. It was noted that projected licensees were 700 and currently approximately 300 interpreters have been licensed. The state committee determined it would follow cost cutting recommendations of the division to include teleconferencing whenever possible. Additionally, it was suggested that the executive director determine if video conferencing was an option.

The state committee requested the executive director work with the division on an increase in the renewal fee to make up the revenue shortfall.

Information & Outreach

The state committee decided to develop a newsletter by May and the following assignments were made;

Loretto Durham – Questions and answer section of frequently asked questions.

Kimberly McEnulty – Rules from the consumer perspective

Sandy Drummond – Complaint process

Loree Kessler – Budget and fee changes

The state committee requested the first newsletter include licensed interpreters, their certification level and city.

The state committee discussed the feasibility of assembling a newsletter especially considering the current budget constraints. The newsletter would be placed on the state committee's web site instead of mailing it to each interpreter and a notice could be sent to each interpreter about the availability of the newsletter. It was recommended that other sources of distribution, such as the mailing list for the *Grapevine* be coordinated with the commission office also.

Shortage of Interpreters

The state committee discussed the number interpreters certified as provisional and apprentice versus intermediate, advanced and comprehensive noting that there may be a shortage of interpreters. It was suggested that this be a topic of discussion with the BCI during the April meeting as well.

In-service Training for Commission Staff

Ms. Drummond explained that with the staff changes at the commission office it would be a good time to offer a brief in-service on how complaints are processed by the state committee office. There are times that the commission may be notified by consumers and familiarity with

the state committee's procedures may help the processing time. The executive director stated she would contact Dr. Miller with an offer to provide this in-service. Ms. Drummond agreed to assist with the in-service.

At approximately 11:55 a.m. the state committee went into recess at which time the visitors and interpreters exited the meeting.

At 12:15 p.m., the state committee reconvened in open session and 12:17 p.m., a motion was made by Ms. Drummond and seconded by Ms. Kramer to convene in closed session pursuant to section 610.021 subsection (14) and 620.010.14 subsection (7) RSMo for the purpose of discussing applicants for licensure, investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant, section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsections of 610.021 which authorizes this agency to go into closed session during those meetings. State committee members voting aye; Ms. Drummond, Ms. Kramer, Ms. Durham and Ms. McEnulty. Motion carried unanimously.

At 2:20 p.m., a motion was made by Ms. Durham and seconded by Ms. Drummond to convene in open session. State committee members voting aye; Ms. Durham, Ms. Drummond, Ms. McEnulty and Ms. Kramer. Motion carried unanimously.

April 14, 2000 Meeting with BCI

The state committee reviewed the topics of discussion for the meeting on April 14, 2000 with the BCI indicating the rule changes and interpreter shortage needing to be addressed.

Miscellaneous

The state committee also discussed the procedures for insuring that the interpreting at a meeting is understood by meeting visitors and staff. It was decided that if there were problems seeing, hearing or understanding an interpreter a state committee member would apprise the chairperson and insure that all parties were understanding the interpreter.

State Committee Meeting Schedule

The state committee requested the executive director contact BCI regarding the April 14, 2000 meeting in order to reserve a place on the agenda for discussion of the suggested rule changes. It was noted that the session with the BCI might be best in the morning with the afternoon session available for the state committee to meet.

At 2:53 p.m., a motion was made by Ms. Durham and seconded by Ms. Drummond to adjourn the meeting. Motion carried unanimously.

Executive Director

Approved by State Committee on April 14, 2000